



Elizabeth House

Cookham's centre for independent senior citizens

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Minutes of the Annual General Meeting held on 12th July 2022 at 6pm at Elizabeth House

Present: Trustees: Chris Harris (chairman), Mike Clark (vice chairman), Martin Sheehy (treasurer), Jenny Elton (honorary secretary), Suzi Shellabear, Jill Cruse, Bill Bennett. Management and staff: Miriam Blazey (manager), Helen Kirkcaldie (bookkeeper/administrator). President: Lady Aurelia Young. Members: Heather Collins, Beryl McNeaney, Jan Partridge, David Partridge, Bernadette Clark, Geraint Lewis, Glenys Lewis, John Bowley, Ruth Bowley, Val Eckett, Kay Weallens, Alison McKendrick, Colin Rookard, Ros Joynes, Brian Setchell (Clare Setchell nominated to vote on his behalf). Non-members: Libby Steele, Bill Forbes
(22 attendees were members eligible to vote).

1. Apologies

Apologies received from: Trustees: Sarah Renton. Members: Tim Schenkel, Margaret Chadwick, Patricia Brooks, Mike Copland, Norma Morrison, Steph Diggon, John Lloyd Parry, Lesley Aston, Maria Woods, Mary Purdie, Margaret Mellon.

2. Approval of Minutes of the last AGM

The minutes of the previous AGM, held on 26th August 2021 were approved by unanimous consent.

Action: to be signed by the chairman.

3. Matters arising

There were no matters arising.

4. Chairman's report

The Chairman's report had been sent out with the notification of the AGM. Here it is:

Given that we have been living through a difficult pandemic, Elizabeth House has had a successful year. It has been open all the time since the lockdown ended on April 12th 2021. We maintained a Covid-secure environment whilst continuing with normal life in the Day Centre with activities, cooked lunches, entertainers etc, and we had lots of chat, fun and laughter.

Our membership is still strong. We have found new members and new volunteers and new supporters, all of whom have contributed to the buoyancy and importantly the continued successful operation of the Day Centre.

The chiropodist and hairdresser provide much-appreciated services and have done so for many years. The Theatre Group has been able to resume its outings and has been to Stratford on Avon, Windsor and Chichester.

We have reached out beyond our normal weekday opening to provide lunches on a Sunday once a month to members of the community who live alone and are not members of Elizabeth House but who might benefit from what we offer.

And we know that the work of the staff and volunteers during Covid and throughout the last year has increased the public's awareness of us as a charity.

We believe that we are delivering well against our mission of providing support and companionship to senior citizens and their families in our local community

Our performance for the year is of course the result of an enormous amount of diligent teamwork by our excellent staff, volunteers and trustees. I would like to take the opportunity of expressing a huge vote of thanks to all who have contributed to the continuing success of Elizabeth house.

The added Covid- related pressures have been significant and have required extra vigilance and processes under the competent leadership of Miriam.

We are most grateful to her for keeping our members extra safe.

Finally I would like to say a special thank you to Ros Joynes who has magnificently organised and operated our theatre trip group for the last 9 years. She is stepping down after the next trip to Chichester this month. I know that you will want to join me in showing our appreciation to her. Well done Ros – you have given a lot of joy and pleasure to the theatre group members.

Please accept these flowers as a small token of our appreciation.

I would now like to pass on to Martin Sheehy our Treasurer to talk about our financial state of affairs

5. Treasurer's report

The year end signed off accounts had been sent out with the notification of the AGM. Our Treasurer ran through the key features of the Income and Expenditure. Total income was just under £160k vs £50k the previous year (Covid lockdowns). Expenditure was just under £98k vs £80k the previous year. There are 2 main sources of income – that which is self-generated from members' subscriptions, payments for lunch, room rentals and fundraising - and that which is generated from donations, legacies and grant awards. In this financial year grant awards amounted to £27k which is significantly higher than previous years and the Treasurer thanked Jenny Elton for her success in applying for these grants and recognised the time and effort involved. £17k had been raised via donations and these are very important whether small or large and are much appreciated. Elizabeth House had

benefitted from a very big legacy of £71k from Martin and Susie Tremlett and this had an enormous impact on the state of the finances.

Overall Elizabeth House had had a good year but it was influenced by the large legacy. Expenses in running the charity are a concern but the trustees do whatever they can to mitigate these. Cash reserves are £128k which is healthy and allows the trustees to make investment decisions for the future of the charity, for example on infrastructure.

The Treasurer expressed his thanks to Martin Salvage, who has examined our accounts for the past 2 years. Martin is retiring and so we are looking for someone to replace him – let the trustees know if you know of anyone. The Treasurer also thanked Helen, and Jan who was previously Finance Administrator, and Miriam for their support. He also thanked his fellow trustees for their support.

Approval of the accounts was proposed by Mike Clark and seconded by Jill Cruse. They were approved unanimously.

6. Manager's report

AGM MANAGER'S REPORT 12TH July 2022

For the year April 2021 – March 2022

Well I thought last year was an interesting one but of course this year was the final reopening after Covid in April 2021 and so we have near enough been back to normal at Elizabeth house for the last financial year.

Whilst we have not had all our members return, we have been delighted to welcome new members who have decided that they would like some more company post-Covid and have even brought some of their own friends along too! We are working closely with the GP surgeries' prescribers and Optalis who provide Occupational Health and home from hospital care. This has brought new life to Elizabeth House.

Numbers have steadily increased and there are days when we are serving 22 lunches. We now have 2 exercise classes that attract members and so we hope that eventually they will stay for lunch too. We are very grateful for the entertainers and volunteers who come in and keep the members busy and out of mischief!

Every year we thank the volunteers who tirelessly work alongside the staff and keep me out of mischief – though I think the catering staff make much more mischief with Tina and Helene! I love listening to the laughter and wonder how lunch is ever on time! Post-Covid some of the volunteers felt it was the right time to step down, and others came back out of retirement. We also welcomed some new volunteers and I am delighted that they have settled in so well.

A massive thank you must go to Ros who has been determined to get members back to the Theatre come hell or high water – and it was worth it!

Jan retired this March after 7 years by my side but we were delighted to appoint Helen to take up the mantle and after an excellent handover and a lovely leaving party, Jan was waved off to the golf course (and I have just heard might be too busy with some new grandchildren).

We have an exciting and encouraging year ahead – stick with us and enjoy the ride!!

7. Election of Executive Committee

Our Constitution as a CIO required that 3 of the officers/committee members had to resign at this year's AGM. The selection was based upon length of service. All offered themselves up for re-election.

Officers

Chairman Chris Harris
Vice chairman Mike Clark

Committee members

Jill Cruse

Re-election of the officers/committee member was proposed by Clare Setchell (nominee of Brian Setchell) and seconded by Bernadette Clark. Re-election of all 3 was unanimously approved by the meeting.

8. AOB

- a written question had been received prior to the meeting regarding the garden at the front of Elizabeth House. The cherry tree needed attention and this had been discussed at a management meeting and was in hand. However, the shrubs had become overgrown and were considered beyond the average gardener and it had been suggested to bring in a garden contractor. Also, the No Entry sign was in a bad position for cars exiting our car park as it obstructed the view of the main road to the right. It needs to be moved back further from the road.
Action: CH our Chairman undertook on behalf of the trustees to tackle these issues
- the Treasurer reminded members that we are looking for a new person to examine our accounts
- the Chairman reminded members that we are now looking for a Theatre Group organiser to take over from Ros
- our President, Lady Aurelia Young, thanked members for coming. She said that she was very honoured to be our President. She gave thanks to the trustees whom she found dedicated and hardworking. Thanks also to Miriam, Helen and Jan for their work. She thanked the volunteers and was pleased to be holding a party for them at Formosa Place to celebrate 40 years of Elizabeth House. She commented on how nice it was to have the Gallery in the Dining Room and how interesting it is
- the Vice Chairman thanked John Bowley for the amount of effort he has put in looking after the gardens at Elizabeth House and for raising the question about the garden at the front

The meeting closed at 6.30pm